



Modify a User Defined Field

To modify an existing user defined field, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **User Defined Fields>Modify**. The *Select OTC Endpoint* screen appears.
3. Select the highest level organization for which you want to modify user defined field. The *Step 1 of 3: Select User Defined Field to Maintain* page appears.
4. Click the user defined field **Label** hyperlink. The *Step 2 of 3: Modify User Defined Field* page appears.



Application Tip

UDFs cannot be modified if associated with deposits that are in **Draft** or **Awaiting Approval** status.

5. Make the changes to the user defined field and click **Done**. The *Step 1 of 3: Select User Defined Field to Maintain* page appears.
6. Click **Next**. The *Step 3 of 3: Review* page appears.
7. Verify the correct user defined field information is correct and click **Submit**. A confirmation page appears showing that the user defined field data has been save to the database.



Application Tip

Click **Edit** if you need to make additional changes before submitting the data and return to Step 4.



Application Tip

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Create UDF** to create a new user defined field.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Edit** to return to the previous page.
- Click **Submit** to complete the process and display the Confirmation page.
- Click **Return Home** to return to the OTCnet Home Page.